

BART Agreement Number: 6M8209

Approval Date: 01/04/24

Work Plan No. A.07-01 Project Management Support for Civil, Track and Structures Projects

Scope:

The consultant will provide assistance to the program managers and project managers for all project activities in planning, coordinating, progress reporting, scheduling, forecast management, and document control. The consultant will perform the following duties and responsibilities to support projects in Track and Structures for RR Bond Programs:

- a) Perform day-to-day project management responsibilities for multi-disciplinary projects in varying stages of planning, design, procurement, or construction.
- b) Measure project performance using appropriate systems, tools, and techniques.
- c) Report and escalate to management as needed.
- d) Set-up and maintain contract files, document control and file management.
- e) Attending project progress meetings with BART PM and helping in handling day-to-day coordination. Take meeting minutes, prepare to-do lists from meetings, distribute meeting minutes as directed.
- f) Provide procedural and administrative support to Project Staff.
- g) Reserve/schedule conference rooms and attend weekly progress status meetings with the design teams and stakeholders.
- h) Track, review, and update project schedules based on input from design teams and other stakeholders.
- i) Assist with Project Execution Plan, Contracting Plan and Risk Management Plan.
- j) Providing schedule updates and preparing biweekly and monthly reports.
- k) Review the project deliverables for completeness and route the deliverables to BART reviewers and Subject Matter Expert (SME). Collect all the comments from reviewers and SME in Comments Resolution Form (CRF) by the due date and distribute to the deliverables' originators.
- l) Other tasks as directed by the Project Management Team and Resident Engineer and/or the District representative. The PM Support Team will be responsible for completing delivery of a task, from start to finish. The consultant will be cognizant of BART resources and use consultant staff efficiently.

Prime: HNTB-FMG JV

*FMG JV is eligible for SBE credit for an amount of \$ 800,861

Subconsultants: None

Total Work Plan Value: \$ 831,027